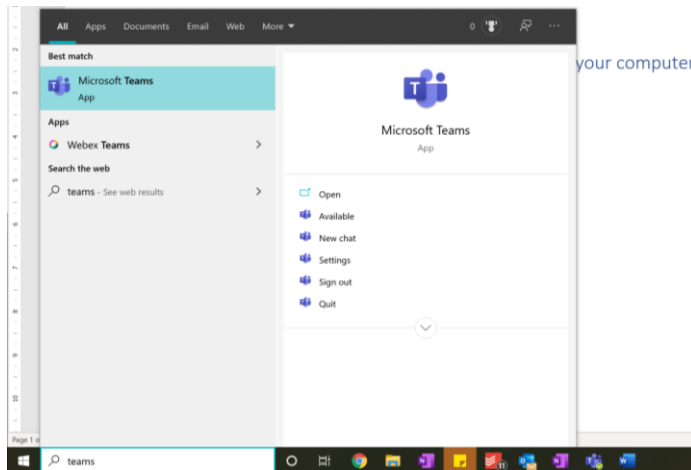# How to access Microsoft Teams on your PC

1. Check to see if you already have Teams on your computer. Click on the search button on your taskbar and type 'Teams'.

> If the program is there, you can move straight to the next section: 'How to log in to Microsoft Teams'.
>
> If you can't see the program, move to step 2.

2. Download the app from https://products.office.com/en-au/microsoft-teams/download-app
   It should be visible as a download at the bottom of your screen (see image below)

3. Click on the download once it is finished.
   This will begin the installation of the app. For some devices, you will need to click 'run'.

   Success! You now have the program.

How to log in to Microsoft Teams

1. ## Open the app.

   - In Windows, click **Start** ⊞ > **Microsoft Teams**.
   - On Mac, go to the **Applications** folder and click **Microsoft Teams**.
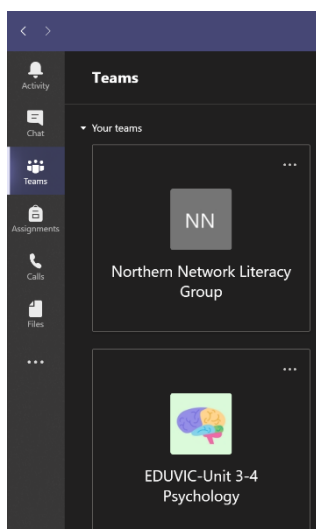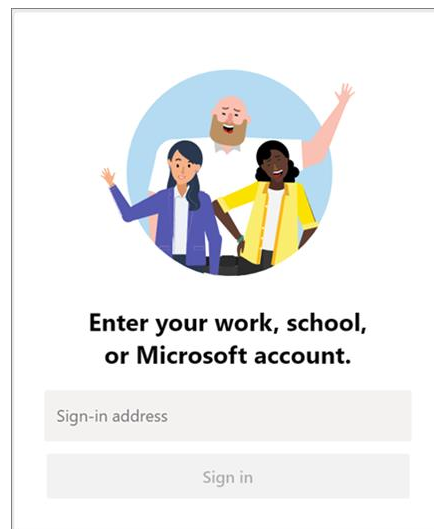   - On mobile, tap the **Teams** icon.

2. ## Log in using your EduPass credentials

   A student's e-mail address is **username@schools.vic.edu.au**

   A staff member's e-mail address is **their new education.vic.gov.au address**

   A staff member's password will be their e-mail password.

   If you don't know your username or password, please contact Nick Marlow or Sarah Clare

3. ## Select the Team you want

   - Select **Teams** ⊞ on the left side of the app and then pick a team.
   - Students in 7-12 have likely been added to a Team already.

If you are having trouble logging in, please contact Nick Marlow or Sarah Clare.

You can log in on your phone or tablet as well. Just download 'Microsoft Teams' from the app store and log in using the details provided in Step 2.